

**CITY OF SAN JOSE**

Department of Planning, Building and Code Enforcement
Planning Divisions, 801 North First Street, Room 400
San Jose, California 95110-1795
(408) 277-4576

Website: www.sanjoseca.gov/planning

PRELIMINARY REVIEW QUESTIONNAIRE

Below is a preliminary review questionnaire you must complete to facilitate the review of your project. Detailed and specific information will help staff better understand your project information needs, and expedite the review. Please complete sections A, B and C1, and any other sections specific to your request, and indicate N/A for those items not applicable.

TO BE COMPLETED BY PLANNING DIVISION STAFF				
FILE NUMBER: PRE				RECEIPT #:
PROJECT LOCATION				DATE:
ZONING	GP DESIGNATION	QUAD#	COUNCIL DISTRICT	AMOUNT:
				BY:

TO BE COMPLETED BY APPLICANT (PLEASE PRINT OR TYPE)			
I am requesting the following Preliminary Review Option:			
<input type="checkbox"/> Existing SF Property Review (planning only)	<input type="checkbox"/> Basic Review (planning only)	<input type="checkbox"/> Comprehensive Review (Multi-departmental)	
A. APPLICANT INFORMATION			
PRINT NAME OF APPLICANT		NAME OF FIRM, IF APPLICABLE	
ADDRESS		CITY	STATE ZIP CODE
DAYTIME TELEPHONE # ()	FAX TELEPHONE # ()	E-MAIL ADDRESS	

B. GENERAL PROJECT INFORMATION		
PROJECT LOCATION AND ADDRESS		
ASSESSOR'S PARCEL NUMBER(S) (APN):	PARCEL SIZE	EXISTING USE
DESCRIBE SURROUNDING USES (Please include photographs):		
NORTH _____		SOUTH _____
EAST _____		WEST _____

GENERAL PROJECT INFORMATION (continued on the next page)

PLEASE SUBMIT THIS APPLICATION IN PERSON TO THE PLANNING DIVISIONS, CITY HALL, ROOM 400

Applications are processed in the Planning Divisions, Room 400 on Monday, Wednesday and Friday from 9:00 a.m. to 5:00 p.m. or Tuesday and Thursday from 10:00 a.m. to 5:00 p.m.

Preliminary Review Questionnaire.PM65/Applications Rev. 9/14/2004

B. GENERAL PROJECT INFORMATION (continued)

PROPOSED USE (Check all that apply):

- ☐ SINGLE-FAMILY
 ☐ COMMERCIAL (specify) _____
- ☐ TWO-FAMILY
 ☐ INDUSTRIAL (specify) _____
- ☐ MULTI-FAMILY (specify) _____
- ☐ OTHER: _____

PROJECT DESCRIPTION:

LIST OF AGREEMENTS, EASEMENTS AND CONDITIONS ATTACHED TO THIS SITE.

DOES THE PROJECT INVOLVE HUD FEDERAL FUNDING/ASSISTANCE? ☐ NO ☐ YES

PLEASE INDICATE WHETHER HUD FUNDING HAS BEEN AWARDED, IS PROPOSED, OR IS ANTICIPATED, FOR THE PROPOSED PROJECT.

If yes, indicate type of funding (i.e. CDBG Grant, HOME Investment Partnership Program, Section 108 Loan Guarantee, etc.), funding amount, whether awarded (if known) or application is pending, and fiscal year of award or application request.

PLEASE NOTE: Projects involving 1) acquisition of real property involving a change of use, or 2) new construction require an Environmental Assessment (EA). Concurrent environmental review per the California Environmental Quality Act (CEQA) is also required. The obtainment of a qualified environmental consultant to provide documentation services (i.e. a combined Initial Study/EA) is strongly required.

IS THERE AN ACTIVE CODE ENFORCEMENT CASE AT THIS PROPERTY? ☐ YES ☐ NO

IF SO, ATTACH A COPY OF THE COMPLIANCE ORDER.

PRELIMINARY REVIEW STATEMENT - Please tell us what information you want and include any specific questions, issues, or items for which you need clarification (attach additional sheets if necessary).

C. PRELIMINARY REVIEW QUESTIONS (complete #1 for all Preliminary Review Options)**1. PLANNING (Land Use and Development Permit & Policy Information):**

- a. Does the project involve the erection of new signage, relocation of existing signs, billboards, etc.? ☐ YES ☐ NO
- b. Does the project involve the removal and/or relocation of trees larger than 56 inches in circumference measured two feet above grade? ☐ YES ☐ NO
- c. Does the site have any structures over fifty (50) years old? ☐ YES ☐ NO
- d. Could the site and existing structures be historically significant for any reason? ☐ YES ☐ NO

If Yes, please explain:

- e. Is the site located in an area of sensitive biological resources, such as wetlands, riparian corridors, flat grassland, serpentine soils, etc.? ☐ YES ☐ NO

If Yes, please explain:

- f. Will the project generate more than 5,000 sq. ft. of impervious surface (roofs, paving, etc.)? ☐ YES ☐ NO
- g. Will the project involve activities after midnight? ☐ YES ☐ NO
- h. Will the project involve sale of alcoholic beverages? ☐ YES ☐ NO

Complete #2 to #5 for COMPREHENSIVE REVIEW ONLY**2. PUBLIC WORKS (Engineering Development Services Information):**

- a. Has the site been previously graded? ☐ YES ☐ NO
- b. Provide the earthwork quantities for proposed grading (cut, fill, import, export, in cubic yards):

- c. What are the proposed public improvements?

- d. Please describe existing street improvements along project frontages:

- e. Are there existing storm drain, sanitary sewer and other utilities to serve the site? ☐ YES ☐ NO ☐ DON'T KNOW
- f. Has a traffic analysis been completed for the project? ☐ YES ☐ NO
 If Yes, please attach a copy of report.
- g. Does the project include any street/easement vacations? ☐ YES ☐ NO

COMPREHENSIVE REVIEW ONLY (continued on the next page)

COMPREHENSIVE REVIEW ONLY (continued)		
3. Transportation Development Information:		
a. Does the project propose any traffic calming devices?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If Yes, please explain: _____ _____		
b. Are there any existing traffic operational problems within the project's vicinity?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If Yes, please explain: _____ _____		
4. Building/Plan Check Information:		
a. Does the project include new construction?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If Yes, please indicate the size (floor area or number of units): _____ _____		
b. Does the project include an interior remodel (tenant improvement)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
c. Have you done a parking analysis?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
d. Height/Number of Building Stories: _____		
e. Existing Type of Construction: _____		
f. Proposed Type of Construction: _____		
5. Fire Plan Check Information:		
a. Does the project include an interior remodel (tenant improvement)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
b. Will the existing/proposed building contain sprinklers?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
c. Will your project include the use of hazardous materials?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
d. Existing Occupancy Classification: _____		
e. Proposed Occupancy Classification: _____		
D. PRELIMINARY REVIEW FEES		
Single Family Property Review (Planning Only) - includes staff analysis and phone feedback <input type="checkbox"/> Base Fee: \$62.00	Basic Review (Planning Only) - includes staff analysis and phone feedback <input type="checkbox"/> Base Fee: \$248.00	Comprehensive Review (Multi-departmental) - includes site check, inter-departmental coordination, one inter-department meeting with applicant, and prelim report <input type="checkbox"/> Base Fee: \$1,500.00 (includes Dept. of Public Work's review fee)
Optional Services <input type="checkbox"/> Site Check with applicant: \$124.00 <input type="checkbox"/> Meeting with Project Manager: \$124.00 <input type="checkbox"/> Prelim Documentation Checklist: \$62.00	Optional Services <input type="checkbox"/> Site Check with applicant: \$124.00 <input type="checkbox"/> Meeting with Project Manager: \$124.00 <input type="checkbox"/> Prelim Documentation Checklist: \$62.00	Optional Services <input type="checkbox"/> Additional Site Check with applicant: \$124.00 <input type="checkbox"/> Additional Meeting with Project Manager: \$124.00 <input type="checkbox"/> Additional Prelim Report: \$186.00 <input type="checkbox"/> Technical Report Review: \$248.00 <input type="checkbox"/> Additional Inter-Departmental Meeting: \$496.00

E. REQUIRED PRELIMINARY REVIEW SUBMITTALS**1. Provide the Following Preliminary Review Exhibits:**

- ☐ Assessor's Parcel Number and Map.
- ☐ Preliminary Site Plan drawn to scale (projects involving site development).
- ☐ Photographs of Site and Surroundings.
- ☐ Any other documents that may assist staff to answer the questions you want resolved through the preliminary review process.

2. Complete Preliminary Review Questionnaire. Applicants are required to complete this questionnaire to the best of their ability and to indicate any inapplicable items.**3. Plans.** Applicants are required to submit the following sets of preliminary site plans for each project concept that involves physical site development:

- ☐ Existing Single Family Property Review (planning only) - Two (2) sets.
- ☐ Basic Review (planning only) - Two (2) sets.
- ☐ Comprehensive Review (multi-departmental) - Seven (7) full-size plan sets plus One (1) legible black line plan set, reduced to 11" x 17" . Project Manager will contact applicant if additional copies are needed.